



NORTH CAROLINA REAL ESTATE COMMISSION

PO Box 17100, Raleigh, NC 27619-7100

1313 Navaho Drive, Raleigh, NC 27609-7460

Phone: 919-875-3700 Ext. 772 • Fax: 919-877-4221

www.ncrec.gov

FOR COMMISSION USE

DATE _____

I.S. _____

FIRM (BRANCH OFFICE) ADDRESS CHANGE REQUEST

(To be completed by Broker-in-Charge)

Firm Name: _____

(Please Print or Type)

Firm License No: _____

(Not required if sole proprietorship)

Current Firm Address on Record with the Commission:

Mailing Address:

Physical Location:

NEW Address:

Mailing Address:

Physical Location:

Printed Name of Broker-in-Charge

Broker-in-Charge License Number

Signature of Broker-in-Charge

Date

Please Note: Commission rule A.0110(a)(2) requires the Broker-in-Charge to notify the Commission of any change of business address at his or her individual location. Reminder: Commission rule A.0110(a) states that “No office or branch office of a firm shall have more than one designated broker-in-charge.”

Please allow 3-5 business days for your request to be processed. You will receive a Notice of License Record Change acknowledging this change request. If you do not receive a Notice within 30 days, please contact the Commission’s Information Services Section.